

**Washington State  
Office of the State Actuary**

**ASSOCIATE ACTUARY  
ESS231**

The Office of the State Actuary (OSA) is seeking an experienced actuary to join its small, dynamic office team in the role of Associate Actuary. The position is located in Olympia, Washington at the southernmost point on the Puget Sound. For more information about the OSA, please visit <http://osa.leg.wa.gov/>.

**Overview**

The OSA is an agency of the Washington State Legislature, serving both the Legislative and executive branches of Washington State government.

Governance and administration of the state's pension systems are accomplished through a multi-agency partnership from both branches of government. Administration of the state's retirement systems is the responsibility of the Department of Retirement Systems (DRS), an executive branch agency. The Washington State Investment Board, another executive branch agency, is responsible for investing pension funds. The Pension Funding Council, a joint legislative/executive body, adopts the state's official actuarial assumptions and pension contribution rates. The OSA provides actuarial services to Legislative and executive agencies for the seven statewide retirement systems, which include 15 separate plans. Actuarial work performed by the OSA must be certified by at least one member of the American Academy of Actuaries.

The OSA also serves as a key pension policy advisor to the Legislature, the executive branch and the Select Committee on Pension Policy.

**Role**

Reporting directly to the State Actuary, the Associate Actuary provides actuarial support including cosigning responsibilities for actuarial valuations, project management leadership, and will also play a key role through the supervision and mentoring of two actuarial staff.

**Key Responsibilities**

- Supervising Actuarial Assistants, creating and promoting a positive work environment and providing guidance and direction inclusive of professional development for staff.
- Responding to legislative and constituent inquiries.
- Researching, developing, designing and testing new and alternative actuarial methods.
- Performing experience studies and running the projection system.
- Presenting actuarial analyses and/or testimony to officials of the legislative and executive branches of state government.

Evaluating and maintaining data received from the Department of Retirement Systems and the State Investment Board, and working with DRS on actuarial records.

- Preparing actuarial fiscal notes on pension legislation.
- Creating valuation documents.
- Supervising and managing projects resulting in timely production of actuarial reports and studies.
- Supervising maintenance of actuarial programs for the valuations, experience study and projection system.
- Preparing CAFR disclosure statements and producing required footnotes.

### **Desirable Qualifications**

*The Office of the State Actuary is most interested in candidates who meet or exceed the following profile:*

- Member of the American Academy of Actuaries (MAAA) and/or Associate of the Society of Actuaries (ASA);
- Strong ability to make complex and extensive actuarial and statistical computations and to evaluate the adequacy of actuarial and statistical data;
- Ability and commitment to providing leadership, planning assistance and mentoring for junior staff and willingness to enter into a team-based work environment;
- Experience with or knowledge of bill analysis and the legislative process;
- Knowledge of GASB or related accounting principles;
- Experience with post-retirement medical valuations highly desirable;
- Effective presentation and communication skills and ability to establish and maintain effective interpersonal and working relationships;
- Familiarity with database access and maintenance, and APL, Excel and Access/Visual Basic.

### **Compensation**

This position serves at the pleasure of the State Actuary. Maximum annual compensation for this position is \$89,316, depending on qualifications. Washington State has a generous benefit package including health, dental and life insurance, retirement, and an optional deferred compensation program.

### **Application Procedure**

Individuals interested in this position may submit a current chronological resume that includes employment history and education. Only those individuals who clearly demonstrate the stated qualifications will be considered. *Applicants of interest will be personally contacted by the recruiter for further and more detailed information.*

**Judith Brighton, Executive Search Services – ESS231**  
**Voice/Message: (360) 664-1955**

**E-mail: [ESSResumes@dop.wa.gov](mailto:ESSResumes@dop.wa.gov)**

**Please make reference to search number ESS231 in the subject line  
of your E-mail submittal.**

All material must be received by **August 22, 2004**. Candidate evaluation will be ongoing and it is to the applicant's advantage to submit materials as soon as possible.

*The client reserves the right to expedite process prior to the recruitment close date.*

The State of Washington actively support diversity in the workplace and are equal opportunity employers. Applicants who need assistance or alternative formats in the process should contact Linda Riggle at (360) 664-1951 or TDD at (360) 664-6211.

## APPLICANT PROFILE FORM

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available only to authorized personnel. Please review the Affirmative Action definitions at the bottom of the page.

**Please save as a Word document and forward completed form with resume to the recruiter listed in the position announcement or print, fill out completely and fax it to (360) 586-1389.**

Name (Last, First, Middle Initial)	Recruitment <b>ESS231 - Associate Actuary</b>	Date of Birth
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**1. What race(s) or culture(s) do you consider yourself?**

- ☐ Black/African-American (870)  
☐ Caucasian/White (800)  
☐ Asian or Pacific Islander (API)  
    ☐ Chinese (605)      ☐ Vietnamese (619)  
    ☐ Filipino (608)      ☐ Asian Indian (600)  
    ☐ Hawaiian (653)      ☐ Japanese (611)  
    ☐ Korean (612)      ☐ Cambodian (604)  
    ☐ Samoan (655)      ☐ Laotian (613)  
    ☐ Guamanian (600)  
    ☐ Other API, specify: \_\_\_\_\_  
    \_\_\_\_\_ American Indian (597) *Please identify name of the enrolled or principal tribe:*  
    \_\_\_\_\_ Eskimo (935)  
    \_\_\_\_\_ Aleut (941)  
    \_\_\_\_\_ Hispanic  
    ☐ Mexican, Mexican      ☐ Puerto Rican (727)  
    ☐ -American (722)      ☐ Cuban (709)  
    ☐ Chicano (705)  
    ☐ Other Spanish, specify: \_\_\_\_\_  
    ☐ Other Race, specify: \_\_\_\_\_

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.

☐ Multi-Racial, preferences: \_\_\_\_\_

**2. Are you** ☐ Male ☐ Female

**3. Have you ever been active duty in the U.S. Armed Forces?**

☐ No ☐ Yes  
    Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
    ☐ Vietnam Era Veteran  
    ☐ Disabled Veteran (Percent of disability: \_\_\_\_)

**4. Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?**

☐ Yes ☐ No

I certify that this information is true and accurate to the best of my knowledge.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Signature

### **Affirmative Action Definitions**

**American Indian or Alaskan Native.** A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

**Asian or Pacific Islander.** A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Korea, Pakistan, the Philippine Republic, and Samoa

**Black/African-American.** A person with origins in any of the Black racial groups of Africa

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam Would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

**White/Caucasian.** A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Disabilities.** For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled Veteran.** A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

**Vietnam-era Veteran.** A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.